

**South Puget Sound Community College**  
**Special Board of Trustees Meeting**  
**Wednesday, August 10, 2022**  
**1:00 P.M.-5:30 P.M.**  
**Building 27-Percival Restaurant**  
**South Puget Sound Community College**  
**2011 Mottman Road, S.W.**  
**Olympia, WA 98512**

#### SPECIAL MEETING

Under RCW 42.30.080, a special meeting of the Board of Trustees, District 24, South Puget Sound Community College, was held on Wednesday, August 10, 2022 in Building 27-Percival Restaurant, 2011 Mottman Road SW, Olympia, WA 98512. The Board of Trustees had a retreat for their special meeting.

Trustee Rozanne Garman, Trustee Jeff Davis, Trustee Doug Mah, Trustee Steven Drew, and Trustee Judy Hartmann, were present. Assistant Attorney General Elizabeth McAmis, Education Division, was present.

It was moved by Trustee Garman and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE THE AMENDED AGENDA WITH THE STUDENT HOUSING UPDATE TO PRECEDE THE FY23 OPERATING BUDGET REPORT. THE MOTION CARRIES.**

#### SPECIAL INTRODUCTION

Dr. Stokes introduced Amanda Ybarra-Rotelli, the new Executive Diversity Officer effective August 1, 2022. She was a Sociology Professor at the College prior to this.

#### Operational Plan

Vice President for Student Services Dr. Dave Pelkey presented the 2022-24 Operational Plan for Board review and approval. He discussed the operational strategies and expected outcomes and reviewed the goals completed.

- Large Scale Projects
  - Goal 1: Implement ctcLink
  - Goal 2: Implement new CSS (Website)
- Student Achievement
  - Goal 1: Increase student persistence
  - Goal 2: Increase certificate and degree completion in transfer and workforce programs
- Equity

- Goal 1: Close equity gaps
- Goal 2: Increase the ethnic diversity of faculty, staff, and administrative/exempt employees
- Learning and Engagement
  - Goal 1: Enhance General Education competency
  - Goal 2: Enhance quality student experiences and campus life activities

It was moved by Trustee Mah and seconded by Trustee Hartmann **THAT THE BOARD OF TRUSTEES APPROVE THE 2022-2024 OPERATIONAL PLAN AS PRESENTED IN TAB 1. THE MOTION CARRIES.**

### Student Housing

There were a few updates prior to the presentation on student housing:

- Dr. Tolefree, Vice President for Finance and Operations, provided a brief update regarding the flooding in Building 20 caused by a failed water supply line on August 8. The College will send a request to the Department of Enterprise Services for approval for an Emergency Public Works Contract for immediate repairs to Building 20.
- Dr. Stokes provided a brief update regarding a possible partnership opportunity between the Foundation and the Capital Soccer Fields, which can accommodate the SPSCC men and women's soccer teams.

Dr. Tolefree provided a status update on the student housing project:

Student housing inventory and occupancy rates as of August 9, 2022:

- SPSCC Housing at Breckenridge Heights: leased apartments.
  - 2-bedroom occupancy: 28 beds
  - 3-bedroom occupancy: 24-36 beds (depending on single/shared room occupancy preference)
  - 52-64 total beds
  - Expected student residents Fall 2022: 63 as of 8/9/22
- Grant Housing Program at Capitol Heights: leased apartments.
  - 1-bedroom occupancy: 2 beds
  - 2-bedroom occupancy: 9 beds
  - 11 total beds
  - 7 residents as of 8/9/22

The Personal Support Center places students from the waitlist on an ongoing basis.

In December 2021, the College presented a student housing proposal to the Board. The College wants to ensure equitable options for students who are currently facing housing insecurities. Under consideration are options to continue to rent, to lease, and/or to build a student housing facility. Based upon available options and requisite needs, the plan is to research, review, and determine which approach is best over the course of the next year. The long-term solution is to build a student housing complex, preferably 80-120

units, with an option of more should the need increase.

The College is currently working with a contractor to provide an initial recommendation and feasibility analysis for the proposed project. The feasibility analysis will include several components to determine whether or not the project site is feasible to build upon.

#### FY23 Operating Budget

Dr. Tolefree presented the second reading of the 2022-2023 Operating Budget for Board approval using the reports: FY23 Revenue Projections; Executive Team Budget Deliberations for FY23; Initiatives Funded in FY23 Budget; Staffing; and Approved New Equipment for FY23 Budget.

The college has drafted a budget that anticipates revenues and expenses for FY23 based on historic and the most current information available. While the tuition rate is increasing 2.4%, overall tuition paying enrollment is budgeted at a decrease of 5% for FY23, resulting in a projected decrease in revenues of 10%. International Contract tuition is expected to remain below historical targets. Running Start enrollment is budgeted down 2%, resulting in an overall decrease in revenues of 8%. The state allocation has increased from FY22 by 7%, largely due to Guided Pathways funding of nearly \$1.1M and COLA increases for Faculty, Classified staff, and Exempt staff, resulting in an additional \$1.2M in projected salary expense (15% from SPSCC, 85% from state allocation). The budget relies very little on COVID funding from the Department of Education (DOE), as this is a one-time funding (an automatic extension granted from DOE through 5/23).

It was moved by Trustee Mah and seconded by Trustee Davis **THAT THE BOARD OF TRUSTEES APPROVE THE FISCAL YEAR 2023 OPERATING BUDGET AS PRESENTED AT THE JUNE BOARD MEETING AND IN TAB 2. THE MOTION CARRIES.**

#### BAS in Craft Brewing and Distilling

Amy Warren, Dean of Workforce Education and Food & Beverage Arts, and Frank Addeo, Director of Craft Brewing & Distilling, presented for Board approval, the Bachelor of Applied Science (BAS) in Craft Beverage Management and Quality Assurance degree, which would be submitted to the SBCTC in August.

They reviewed the Applied Management components: Human Resources Management, Supply Chain & Logistics Management, Finance & Marketing, and Contracts & Partnership Negotiation; and the Advanced Practice components: Advanced Fermentation Science, Quality Assurance & Testing Labs, Advanced Product Development, and Legal & Regulatory Compliance.

They also reviewed the following:

- Washington State growth industries--wineries, breweries, and distillers
- program's response to employer demand
- newly-developed courses
- services to support student success
- timeline and next steps

Upon the State Board's approval, this will be SPSCC's first Bachelor's degree, which will build on two programs: Associate of Applied Science-Transfer degree in Craft Brewing & Distilling, and the Associate of Applied Science in Business Administration. The first cohort of students will begin in Fall 2023.

It was moved by Trustee Davis and seconded by Trustee Drew **THAT THE BOARD OF TRUSTEES APPROVE THE PROGRAM PROPOSAL TO THE STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES TO OFFER A BACHELOR OF APPLIED SCIENCE DEGREE IN CRAFT BEVERAGE MANAGEMENT AND QUALITY ASSURANCE AS PRESENTED IN TAB 3. THE MOTION CARRIES.**

Board of Trustees Resolution 22-01

Dr. Andreas, Vice President for Instruction, presented Resolution 22-01 for the Board to accept a naming opportunity on college facility, the Study Room 22-151 within the Library in the Center for Student Success, the *"South Puget Sound Federation of Teachers Professors Emeriti Study Room."*

It was moved by Trustee Hartmann and seconded by Trustee Mah **THAT THE BOARD OF TRUSTEES APPROVE RESOLUTION 22-01, ACKNOWLEDGING THE DEDICATED SERVICE OF THE PROFESSORS EMERITI TO SOUTH PUGET SOUND COMMUNITY COLLEGE AND IN RECOGNITION OF THEIR SERVICE AND COMMITMENT TO THE COLLEGE AS PRESENTED IN TAB 4. THE MOTION CARRIES.**

Board Policies Review Related to DEI

Trustee Mah reviewed that at their last meeting, the board had decided that based on discussions around curriculum and competencies for employees, the board would review board policies as they relate to supporting DEI work that is going on around the college.

Trustees Mah and Hartmann provided an update on their review of board policies. They identified Board Policy 113: Code of Ethics, as the place to reflect the college's DEI work and reviewed their proposed amendments. Their draft is an amendment for consideration to amend the code of ethics so that it includes diversity, equity, inclusion and cultural humility as shared values with the rest of the organization. They proposed adding a section 3 which addresses not only our commitment to diversity, but also on HRS policy 100 which specifically speaks to diversity as well as commitment to ongoing

training and DEI learning opportunities. This is a good way to engrain work that is already occurring at the college and already part of the Strategic Plan and statewide legislative mandates, into policies that directly impact trustees.

The draft will be sent for feedback to each trustee, with all input incorporated into the Policy that they will present for second reading and approval at a future board meeting.

Below are the following proposed amendments:

### **Section 1**

#### E. Fairness

Trustees manifest a commitment to justice, the equal treatment of individuals, and ~~the acceptance of~~ embrace diversity...

#### M. Equity

Trustees focus on eliminating barriers that have prevented the full participation of historically and currently oppressed groups.

#### N. Inclusion

Trustees commit to creating an engaging environment where all people are valued as respected members of the group, team, organization, or community.

#### O. Cultural Humility

Trustees respectfully engage others with cultural identities that differ from their own and recognize that no single cultural perspective is superior to another.

### **Section 3**

Trustees are committed to diversity and seek to empower students, faculty, and staff to fully participate in a society of increasingly diverse identities and experiences. Trustees support SPSCC's commitment to diversity as outlined in HMRS Policy 100 and participate in training to safeguard against the interjection of implicit bias on a regular basis as well as in other DEI learning opportunities as may be provided by SPSCC or the SBCTC.

Break

### Board Meeting Activities Schedule

- The Board reviewed the draft Board Meeting Work Schedule for 2022-23.
- There was a discussion of dates, plans, and Study Session topics to be added to the Work Schedule, which will be updated and re-distributed to the Board.
- There was discussion of "what's next" for the college, strategic marketing, and expectations from the trustees, after the final ASPEN results are announced. An Ad hoc committee with Trustee Mah and Trustee Hartmann will work with Dr. Stokes and Kelly Green.

### Board Committee Assignments

Trustee committee assignments for 2022-23 were confirmed:

- ACT Legislative Action Committee (LAC): Trustee Doug Mah – Lead (primary); Trustee Jeff Davis – Alternate (secondary)
- Foundation Board: Trustee Judy Hartmann
- Board Finance Committee: Trustee Steven Drew

### Guiding Principles for Board/Campus Engagement

Trustees are invited to visit classrooms, be guest lecturers, and participate in DEI activities and other campus-related activities. There was a discussion about the appropriate level of campus engagement by the trustees, appearance of conflict of interest, navigating potential conflict, etc.

### 2021-22 Board Self-Assessment

The Board of Trustees annually completes a Board Self-Assessment. The 2021-22 Board Self-Assessment Report was compiled and prepared by the Association of Community College Trustees (ACCT). The Board reviewed and discussed the report.

### President's 2022-2023 Goals

As part of Dr. Stokes' presidential evaluation, his 2022-23 internal and external goals were reviewed and discussed by the Board. Dr. Stokes will update his list with suggested internal and external goals and provide them to the Board.

**ADJOURNMENT** 5:26 P.M.



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ROZANNE GARMAN, BOARD CHAIR  
SOUTH PUGET SOUND COMMUNITY COLLEGE



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TIMOTHY STOKES, SECRETARY  
SOUTH PUGET SOUND COMMUNITY COLLEGE